

# Job Opportunity

## Commission on Teacher Credentialing

Ensuring high quality educators for California's diverse students, schools and communities



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

### ASSOCIATE PROGRAMMER ANALYST (SPECIALIST)/ ASSOCIATE INFORMATION SYSTEMS ANALYST (SPECIALIST)

<b>Salary:</b>	\$4,619 - \$5,897	<b>Work Hours:</b>	8:00 a.m. – 5:00 p.m.
<b>Tenure/Timebase:</b>	Permanent/Fulltime	<b>Final Filing Date:</b>	April 24, 2009 or Until Filled
<b>Contact:</b>	Andy Munguia (916) 322-0604 <a href="mailto:amunguia@ctc.ca.gov">amunguia@ctc.ca.gov</a>	<b>Office/Location:</b>	Commission on Teacher Credentialing Enterprise Technology Services Section 1900 Capitol Avenue Sacramento, CA 95811-4213

The Commission on Teacher Credentialing (CTC) is a **Special Funded** agency and is conveniently located in the downtown area near many popular restaurants, shops, public transportation, and affordable parking options. The purpose of the CTC is to ensure integrity and high quality in the preparation, conduct, and professional growth of the educators who serve California's public schools. Its work shall reflect both statutory mandates that govern the Commission and research on professional practices.

#### DUTIES:

Under general supervision of the Senior Information Systems Analyst (Supervisor), the Associate Programmer Analyst (Specialist)/Associate Information Systems Analyst (Specialist) is responsible for the following:

- **Report Development** – Develop and maintain Crystal Report templates producing various output files, forms, adhoc reports, and credentials via Intranet and Internet. Develop and support Crystal Report scripting, views, and stored procedures for file output. Develop, support, and submit job streams, data files, and session. Administer and maintain Crystal Enterprise user security, access, roles, and file management.
- **Web Client Server Development and Scripting** – Develop and maintain applications for a web client server environment. Perform analysis and design using general program specifications and consulting with users. Apply changes to database applications as requested by project leaders and develop applications, as needed. Develop and maintain PL/SQL, SQL, Java Scripts, and stored procedures.
- **System Administration** – Administer and maintain Crystal Enterprise user security, access, roles, and file management. Perform daily and ongoing task for administering and maintaining systems that migrate data. Perform operational duties as required. Maintain a high level of education and knowledge of current and future technologies. Assist with project management and administration activities.
- **Documentation** – Document new and existing programs for compliance with Enterprise Technology Services Section standards. Documentation may include entity relationship, system flow diagrams, screen and report layouts, procedures, program or script listing, and program narratives. Documentation may also include user instructions and training manuals.

#### DESIRABLE QUALIFICATIONS:

- **Integrity** – consistently adheres to his/her duties to execute the mission and responsibilities of the CTC.
- **Expertise** – be a reliable source of accurate information.
- **Teamwork** – works collaboratively and in recognition of the contribution each makes to the common purpose of the CTC.
- **Respect** – recognizes the validity of other points of view and treats others with civility.
- **Problem Solving** – strives to find practical and effective solutions to achieving desired goals.

**CONDITIONS OF EMPLOYMENT:** Fingerprint Clearance is Required.

#### WHO MAY APPLY:

Individuals who possess the desirable qualifications listed above, and are currently at the Associate Programmer Analyst (Specialist)/Associate Information Systems Analyst (Specialist) classification or who have list, transfer, or reinstatement eligibility to the above classification(s) may apply. Appointment is subject to the State Restriction of Appointment (SROA).

#### IMPORTANT NOTE:

Interested applicants must submit a State Application form, STD 678 to the above address. Attention: Andy Munguia. All applicants must clearly indicate the basis of their eligibility (*i.e.*, *SROA*, *surplus*, *reemployment*, *reinstatement*, *transfer*, or *list eligibility*) and include RPA No. 09-101 (192-406-1579-001). The applications will be screened and only the most qualified applicants will be invited for an interview.

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.